

NOTICE OF VACANCY
November 5, 2021

POSITION: Information and Research Librarian/Library of Things L-10

DEPARTMENT: Library

SALARY: \$24.79 - \$33.84 per hour

HOURS: 20 hours/week, 2 evenings per week and alternating Fridays and Saturdays

Position Purpose:

- May perform duties at the Main Library, Branch Library, or Bookmobile as necessary.
- Coordinates and develops the "Library of Things," a collection of non-book circulating items including electronic devices, toys and games, musical instruments, tools, etc.
- Greets patrons warmly and maintains a positive, flexible attitude and enthusiasm for service in all aspects of work.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Provides positive public service.
- Provides expert guidance, using print and electronic sources, to patrons requesting information, thereby promoting increased use of library resources.
- Collaborates interdepartmentally to develop and maintain the Library of Things collection for all ages. Leads the Library of Things Team in facilitating and managing the collection. Maintains database of Library of Things collection. Works especially closely with Emerging Technology Specialist and Supervisor of Technology to coordinate and control circulating electronic devices.
- Attends Reference meetings at the Main Library. Works closely with the Reference Supervisor and staff to stay abreast of departmental activities and best practices.
- Works collaboratively with the Assistant Head of Information and Research to maintain and update website content.
- Works with the Reference team to develop instructional programming.
- Communicates Library services and policies to patrons where appropriate.

- May work on the adult or children's reference desk, or on circulation desk, if needed.
- May have primary responsibility to troubleshoot and update both the public and Reference Staff PCs as needed.
- Processes Interlibrary loans.
- Provides tours and instructional sessions.
- Trains staff in use of research sources.
- Develops written instructions for electronic and other sources. Develops book lists and other bibliographic aids.
- Stays current with developing technology as related to Reference services and public interest.
- Recommends materials for addition to the Reference collection and other collection areas.
- May have primary responsibility for selection and maintenance of the library's local history and genealogical collections, or other collection areas.
- May participate in outreach activities.
- May prepare and lead book discussions.
- May be responsible for troubleshooting Library equipment.
- May participate in Minuteman Library Network or other committees.
- May be in charge of the Branch or Main Library evenings and weekends on a regular basis.
- Performs other tasks as required.
- Updates, retrieves, and interprets data in the library's system.

Recommended Minimum Qualifications:

Education, Training and Experience:

Master's Degree in Library Science from an ALA accredited institution; One (1) or more years public service including library experience, or any equivalent combination of education and experience required.

Knowledge, Ability and Skill:

Knowledge of:

- Integrated Library Systems (ILS), Innovative Sierra preferred
- Database searching and interlibrary loan
- Microsoft Office and Google Suite

Ability to:

- Work under pressure, prioritize projects and department operations efficiently
- Exhibit diplomacy, tact, flexibility, and initiative
- Learn new software and hardware quickly

Skill:

- Research and reference skills
- Exemplary customer service skills to ensure excellent patron experience
- Communication, organization and time management skills
- Familiarity with Spanish or Portuguese desirable

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 40 pounds

Supervision:

Supervision Received: Works under the Library Director, Head of Information and Research and Assistant Head of Information and Research

Supervision Given: None.

Job Environment:

Work is performed primarily in an office environment with normal office noise and traffic.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

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